

NOTE: The following (bolded) changes will be made the Commission on the Status of Women Bylaws and will take effect at the regular commission meeting of April 27, 1995.

BYLAWS
of
The Commission On The Status Of Women

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ARTICLE I

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Section 1 - Name

The name of this governmental body shall be the **Commission On The Status of Women**.

ARTICLE II

Purpose

Section 1. Overall Mandate

The Commission on the Status of Women is created by Charter Section 3.708 and is charged with the responsibility to carry out the mandate of the Board of Supervisors Ordinance No. 64-92 (2/4/92), Chapter 33 of the San Francisco Administrative Code, pertaining to the Commission on the Status of Women (COSW). The ordinance cites this governmental body's power and duties regarding the status of women within City and County government and in the private sector; to monitor complaints about unlawful and unequal treatment of women; to investigate inequalities and to propose remedies.

The Commission has further developed a separate document called "Commissioners Policies and Procedures" outlining general procedures to guide the commission.

Section 2. Commission Programs

City mandates and the special needs of women guide the commission on the issues to address and the programs to implement. Ordinances and Executive Orders may outline the specific responsibilities for specific programs. See Commissioners Policies and Procedures and the Commission Work Plan for additional programmatic detail.

ARTICLE III

Members

Section 1. Members

The Commission on the Status of Women shall have seven (7) members. The Commission shall be broadly representative of ethnic, racial, age and sexual orientation of women residents of the City and County of San Francisco.

Section 2. Terms of Appointment

The members of the Commission shall be appointed by the Mayor and serve for a four year term. Appointment process is delineated under Section 33.3 of the San Francisco Administrative Code.

Section 3. (previously 4) Vacancies and Removal

Members may only be removed from office by the Mayor due to misconduct. All vacancies occurring during a term shall be filled for the unexpired term.

The Commission may vote to recommend to the Mayor the removal of a Commissioner who misses three (3) regularly scheduled meetings of the Commission in any twelve (12) month period without the express approval of the Commission.

ARTICLE IV

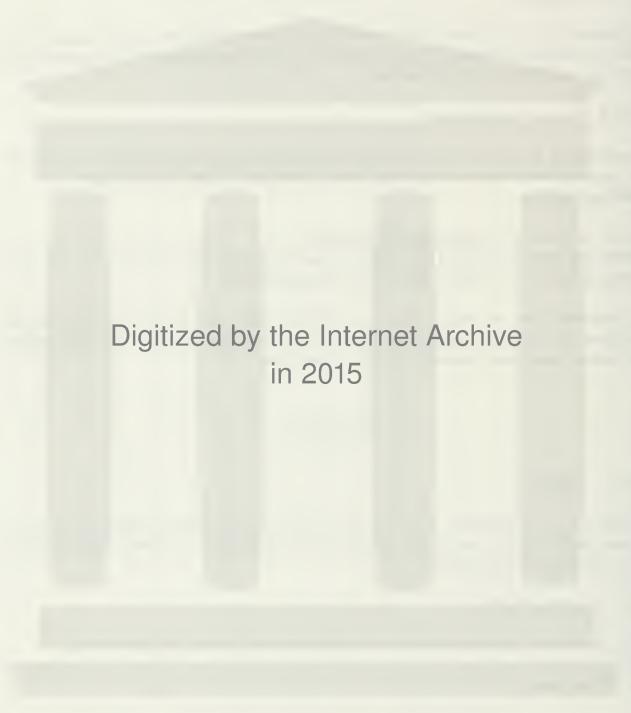
Officers

Section 1. Officers

The officers of the Commission shall include a President and a Vice President, and each of them shall be elected from among the members of the Commission in September of each year at the Commission's annual meeting.

Section 2. Terms of Office

The officers of the Commission shall hold office for a term of one year, twelve (12) consecutive months beginning in September of the year of election. **Terms of office are not limited to one term.**



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Section 3. Duties of the President

The President will preside at all regular meetings of the Commission. **The President is empowered to call special meetings as well as to form, change, and abolish committees,** and to appoint the chairpersons of all standing committees and special committees of the Commission pursuant to ARTICLE IV of these by laws.

Presiding duties include opening and adjournment, ascertainment of the existence of a quorum, sequence of business, recognition of members entitled to the floor, statement for vote all motions that legitimately come before the assembly, enforcement of rules of debate, and protection of the assembly from frivolous or dilatory motions.

Section 4. Duties of the Vice President

In the absence of the President, the Vice President shall preside at meetings of the Commission.

Section 5. Absence of Officer(s) at Regular Meetings

In the event of the absence, or inability to act, of the President and Vice President a majority of the remaining members of the Commission at the meeting shall elect one of the members to act temporarily as the presiding officer.

Section 6. Filling Vacancies

In the event the President is unable to complete her term of office, the Vice President will succeed the President and fulfill the President's remaining term of office as the presiding officer. The Commission will conduct an election to replace the Vice President. The Vice President's successor will serve the remaining term of office.

ARTICLE V Meetings

Section 1. Regular Meetings

Regular meetings of the Commission shall be publicly noticed and held at 4:30 P.M. on the fourth Thursday of each month at a **publicly noticed location within the City of San Francisco.** Exception: The commission may approve alternative date and time, as long as it is properly noticed.

Section 2. Action at a Meeting: Quorum and Required Vote

The presence of four (4) Commissioners at a regular meeting of the Commission constitutes a quorum. Each Commissioner present shall have one vote on motions brought before the

Commission. Proxies shall not be permitted.

Commissioners who are present at a meeting may abstain from voting on any question put to a vote at that meeting under two circumstances only. First, pursuant to Charter, section 3.500(a), the Commission may excuse a member from voting on a matter for any reason through a motion adopted by a majority of members present. Second, a Commissioner must offer disclosure and refrain from voting where her participation would constitute a conflict of interest as defined by controlling federal, state or local laws. **A commissioner may refrain from voting after the City Attorney's office has determine that she may have a conflict.**

In the rare circumstance in which an even number of Commissioners are present at a regular meeting and a vote on an issue is evenly divided, the vote on that matter may be carried over to the next regularly scheduled meeting of the Commission or the issue may be tabled to the agenda of a Special Meeting.

Section 3. Special Meetings of the Commission

In addition to regular monthly meetings, the Chairperson or a majority of the Commission may elect to hold Special meetings.

Section 4. Compensation of Commissioners for Meeting Attendance

By Ordinance Commissioners are compensated for their attendance to meeting. This compensation may change from time to time. However, no Commissioner can be compensated for more than two Commission meetings in any one calendar month.

Section 5. Annual Meeting

The Commission shall hold an annual meeting at 4: 30 P.M. on the fourth Thursday of September of each year for the purpose of electing its officers and conducting regular business.

Section 6. Notice and Agenda Requirements

The executive director of the COSW shall be responsible for assuring that the notices and agendas for all regular and special meetings of the Commission and all meetings of the Commission's committees are prepared in accordance with state and local laws.

ARTICLE VI Committees

Section 1. Standing Committees

The Chairperson of the Commission and/or a majority of the Commissioners may form

standing committees to attend to on-going functions of the Commission in order to expedite the business of the Commission.

Section 2. Special Committees

The Chairperson of the Commission and/or a majority of the Commissioners may also form special committees. Special Committees ("ad hoc" or "select" committees) are formed for a specific purpose and cease to exist after completion of a designated task.

Section 3. Chairpersons of Standing Committees and Special Committees

Only Commissioners may chair standing and special committees of the Commission. Appointments to chair standing or special committees shall be determined by: a) the Chairperson of the Commission, or at the Chairperson's option, by b) a consensus election of the standing or special committee membership.

Section 4. Committee Membership and Size of Committees

Each committee Chairperson may establish the size of her committee in consultation with the Commission Chairperson and/or the Commission. The size of a committee should be dependent upon the committee's purpose, the urgency of its work, and the kind of resources required to fulfill its mission. Fifty one percent of members present constitutes a quorum.

The Commission on the Status of Women encourages the full and equal representation of Commission members on the various committees.

Each committee Chairperson shall locate and nominate members for her committee. In the case where a nominee to a committee is a representative of an organization that nominee may name an alternate who is also a member of the same organization. But, the Commission shall approve the membership and alternates of all committees of the Commission.

The committee Chairperson may consider and nominate persons outside the Commission to her committee. In making such nominations, the committee Chairperson should consider persons with expertise and experience in fields relevant to the work of the committee, particularly experts in areas outside the working knowledge of the Commissioners, for example: **business, law, medicine, State and Federal government.**

Section 5. Terms of Committee Membership

The terms of membership for members of standing committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Membership is renewable, i.e., members may serve consecutive terms of office at the pleasure of the committee chairperson and with concurrence of the Commission.

Section 6. Removal

Each standing committee may determine its attendance requirements. Members who miss more meetings than permitted without express approval of the standing committee Chairperson shall be deemed to have resigned.

Section 7. Scheduling Committee Meetings

All meetings of committees shall be scheduled as deemed necessary by the committee Chairperson or by the full Commission.

Section 8. Outreach and Public Hearings

The Commission and its standing committees will periodically schedule special hearings for the purpose of hearing public testimony on issues under its jurisdiction and to reach out to socially, economically and politically disadvantaged communities and populations for their input to the Commission.

Section 9. Accountability of Committees of the Commission

All committees formed by the Commission or the Chairperson of the Commission shall be accountable to the Commission and shall have authority to make recommendations to the Commission on matters within the Committee's area of expertise. Only the Commission may take action on committee recommendations; committees are not so empowered.

ARTICLE VII Parliamentary Authority

Section 1. Governance

The operation of the Commission on the Status of Women shall be governed by its Rules of Order and Robert's Rules of Order. **THIS ENTIRE SECTION WILL BE ELIMINATED AT THE SUGGESTION OF THE CITY ATTORNEY'S OFFICE TO GIVE YOU MORE FLEXIBILITY IN DEVELOPING YOUR OWN RULES OF OR ORDER.**

ARTICLE VIII Executive Director

Section 2. Duties of Executive Director

The Executive Director shall act as the department head and appointing officer of the Commission. The Executive Director shall supervise the **department's** staff.

ARTICLE IX
Amendment of Bylaws

Section 1. Amendment of Bylaws

The Bylaws of the Commission on the Status of Women may be amended after presentation of proposed amendments as a scheduled agenda item in a Regular meeting of the Commission. Both one full month's notification of proposed amendments and passage by majority membership vote at the following month's regular meeting are prerequisite to amendment of Bylaws.

CERTIFICATION OF EXECUTIVE DIRECTOR

I, the undersigned, certify that I am currently the Executive Director of the Commission on the Status of Women of the City and County of San Francisco; and the above Bylaws, consisting of seven pages, are the Bylaws of this Commission, adopted by a majority membership vote at a regular meeting of the Commission, held on July 26, 1990, following one month's notification at the preceding month's regular meeting and amended on April 27, 1995, following one month's notification at the preceding month's regular meeting.

Sonia Melara, Executive Director

Date Signed

